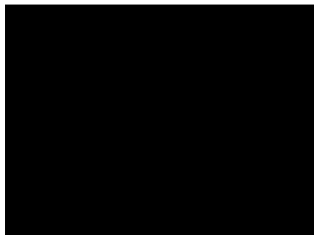


MANAGEMENT MEETING - OD CAREER SERVICE

2 November 1956

25X1A

Present were:

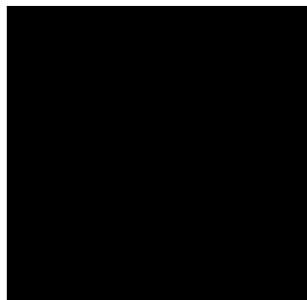


25X1A

The monthly meeting of the FDD management and career planning panel was held at the [REDACTED] residence.

The following recommendations for promotions were made and approved:

25X1A



-5 to GS-7  
GS-9 to GS-11  
-5 to GS-7  
GS-9 to GS-11  
5 to GS-7  
GS-5 to GS-7  
GS-9 to GS-11  
to GS-9  
S-7 to GS-9

The desirability of offering an Advanced English Usage course to FDD professionals, particularly those who are foreign born, was discussed. It was recommended that the Chief, FDD Linguist Support Staff be requested to explore with OTR the feasibility of providing such a course for FDD.

The panel continued to review the training function in FDD, proposing the following points for study:

a. Are the training responsibilities inherent in the position of the Chief, Linguistic Support Staff, sufficient to meet all the training needs of FDD?

b. Should the Chief, Linguist Support Staff, be relieved of the responsibility of administering the Linguist Services in M and L Buildings, and in Barton Hall and this responsibility added to the Administrative Staff, FDD?

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c. Should responsibility for all training, linguistic and other, be centralized in the position of the Chief, Linguist Support Staff?

d. Is the FDD training workload such that it is desirable to attach another position to the Linguistic Support Staff to conduct the purely administrative and management functions of training, leaving the Chief, Linguistic Support Staff to concentrate on training and linguistic problems per se?

25X1A [REDACTED] requested panel members to study the foregoing questions and provide him with written comment and recommendations on the problem.

25X1A [REDACTED] proposed that if question d. is decided in the affirmative, the position of Deputy Chief, BR, be considered as the administrative position to be attached to the Support Staff.

25X1A [REDACTED] as an alternative to increasing the training responsibilities of Chief, Linguistic Support Staff, appointed [REDACTED] and ascertain CTR's capabilities to provide requisite training for FDD personnel.

The panel then discussed the desirability, for reasons of morale, of FDD branches adopting common procedures in implementing DD/I Notice No. 20-560-2, Procedure for Filling DD/I Vacancies. Following discussion it was decided by majority consent to adhere to the following procedure:

1. Determine that qualifications of FDD incumbent meet qualifications outlined in Vacancy Notice.
2. Consider whether vacant position offers career opportunities beyond those possible in incumbents current assignments.
3. Propose intended nominee to Chief, FDD, for approval.
4. Discuss vacant position with intended nominee to ascertain his interest.
5. If nominee is agreeable, proceed with formal nomination.

It was agreed that the five steps outlined above should be completed within 48 hours after receipt of the Vacancy Notice.

It was further agreed that, not prior to, but following selection of an FDD employee by another Agency component to fill its vacancy, the selection and impending reassignment of the individual would be announced to his branch associates.

25X1A

[REDACTED]  
Acting Secretary